

To All Agency HR Contacts:

Thanks to all state agencies, over 7,700 employee evaluations have been initiated through the Performance Planning phase utilizing the Performance Management Initiative (PMI). The HRD staff has been in contact with many of you regarding employee evaluations still pending.

Now that we have the vast majority of classified employees on board for the Planning Phase, the A&I HRD focus has shifted to conducting performance planning for all At-Will employees (excluding AWECs and Directors) using the online Performance Management Initiative process. To ensure that the duration of the planning phase is appropriate for both classified and At-Will employees, the At-Will performance planning process is to be completed within three weeks or by **February 10, 2012**

Accessing the Executive Management At-Will Evaluation form does not require obtaining HRD assistance.

- To access the At-Will Evaluation form use the internet explorer browser to type the following URL: <https://ondemand.halogensoftware.com/wyoming/welcome.jsp>.
- You can find a PDF copy of a blank *Executive Management At-Will Performance Evaluation form* on the A&I-HRD's website at http://www.wyoming.gov/loc/06012011_1/employees/PerformanceInitiative/Pages/Resources.aspx.

To complete the Planning Process, supervisors must click on **"Step 1: First Line Supervisor Conducts Performance Planning"** under the **"2011-2012 At-Will Process"**. Once completed, the At-Will employee must click on **"Add Comment to My Performance Plan"** and select **"Complete"**. This will finalize the Planning Process for that employee.

Important Note:

If the At-Will employee evaluation was initiated on the **"2011-2012 Performance Management Initiative"**, the employee is not required to transfer to the new *At-Will* form. The new form was

designed to allow for more flexibility, provide a mostly narrative based evaluation, and continue to follow the same general structure of the standard forms.

Now You Can Obtain Your Password Instantly

In order to continually improve customer service and response time, an additional password feature has been added to the online performance evaluation system. This allows you to obtain your forgotten password by clicking on **“Forgot Password?”** typing in your 10-digit employee identification number and clicking on the **“Get Password”** button, which will send your password to your State Gmail account. If you do not receive an email when using this process, please contact the A&I HRD at 777-6734 for assistance.